



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: July 13, 2018

TO: Mayor Chris Riley and City Council Members

FROM: Kelly Kuenstler, City Manager

SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - One Patrol Officer Position; we welcome Osaretin Amadin to the Police Department on July 16, 2018.
 - Assistant Planning & Zoning Director; we welcome Xavier Antu to the Community Development on July 30, 2018.
 - Public Works has three maintenance positions; we welcome Brain Garcia on July 16, 2018. The other two positions have applicants in background.
 - One Part-time Library Aid; currently being advertised.

Public Works

- Projects:
 - A new traffic signal system at Wurzbach and Exchange Parkway will be constructed by SAECO Electric and Utility. Staff met with them last week and we expect to receive signed contracts by next Monday, then we will issue a Notice to Proceed. Start date will be communicated to the Police and the public.
 - Cades Cove will receive new water and sewer mains, to be constructed by Gilbert's Utility and Concrete, Inc. Staff met with them last week and we expect to receive signed contracts by next Monday, then we will issue the Notice to Proceed. The Police and the public will be notified of the intended start date. Door hangers will be placed on all the resident's doors in that area.
 - Year 1 street maintenance plans have been prepared and bids are being advertised. Once the advertising is complete, staff will review the proposals and take this to Council for award.
 - The Evers Road bridge project is moving at a much faster pace now that the utility concerns are out of the way. It will not be completed by the 4th of July, but should be opened to through traffic by the end of July. The contractor has started working on Saturdays and has brought in extras crews. As usual, the end date is weather dependent.
 - The Huebner at Evers traffic signal project is 98% complete. The controller box was installed and we are waiting on the timing plan from the engineer. The project should be completed by the end of this week.
 - Met with Consultant Nelisa Heddin to finalize options for water rates, in anticipation of bringing to City Council in August.

- Received quotes for the repair of the Forest Oaks pool deck and pump room – anticipating the start of construction next week.
- Waiting on the final Project Management Plan agreement from the United States Corp of Engineers for the Continuing Authorities Project (CAP) feasibility study of Huebner Creek to control flooding and repair bank erosion. Also waiting to receive the finalized agreement with the San Antonio River Authority.
- The subcontractor for the LC-17 project is completing the water offsets for the El Verde Road water main and has started construction on the drainage way behind the residents in the 5900 block of El Verde.
- We will be trenching Forest View and Forest Grove streets for Oak Wilt prevention. Affected residents will be notified of the trenching. Residents are encouraged to investigate injecting their Oak trees to prevent Oak Wilt.
- The private water wells on El Verde and on Samaritan and Grass Hill Drive will be plugged and capped within the next two weeks.
- The Construction Crew is constructing the picnic shelters for both the Old Mill and Silo Parks.
- We are waiting to receive a report on the John Marshall elevated water tank, in order to estimate future costs for removal or repair.
- Working on Operations Manual for Public Works. We have assigned one crew member from each crew to attend focus group meetings and we will be meeting every Wednesday afternoon until completion.
- Revising Water and Sewer Operations Manual. Also working on a Vulnerability Assessment (VA) document.

Police Department

Please see below information on police activity over the listed period. Pay close attention to the amount of open doors, violation of city ordinances, and vehicles impounded (all highlighted). These are all “pro-active enforcement” efforts by your officers; which shows how hard they are out there working and how much time they are now spending in the neighborhoods.

- Arrest
 - 6-25-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded
 - 6-25-18 – 7100 Huebner Rd. – Emergency Detention – One arrested/released at hospital
 - 6-26-18 – 6400 Bandera Rd. – Assault/Family Violence – One arrested for offense
 - 6-26-18 – 5600 Evers Rd. – Traffic Stop – One cited/released – Vehicle impounded
 - 6-26-18 – 5500 NW Loop 410 Traffic Stop – One cited/released – Vehicle impounded
 - 6-27-18 – 6700 Poss Rd. – Wanted Person – One arrested on active county warrant
 - 6-27-18 – 6300 Evers Rd. – Assault/Family Violence – One arrested for offense
 - 6-27-18 – 6200 Grissom Rd. – Emergency Detention – One arrested/released at hospital
 - 6-28-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded
 - 6-29-18 – 7600 Eckhert Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-29-18 – 6200 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-29-18 – 5800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-29-18 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-29-18 – 6100 Bandera Rd. – Wanted Person – One arrested on active county warrant
 - 6-30-18 – 5500 Saffron Way – Disturbance – One arrested for unlawfully carrying a firearm
 - 6-30-18 – 6300 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz. – Vehicle impounded
 - 6-30-18 – 6000 Grissom Rd. – Traffic Stop – One arrested for Possession of Drug Paraphernalia
 - 6-30-18 – 6200 Grissom Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-30-18 – 6300 Grissom Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-30-18 – 7000 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
 - 6-30-18 – 6700 Timberhill – Disturbance – One arrested for Possession of Marijuana < 2 oz.

- 6-30-18 – 6500 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 6-30-18 – 6400 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 6-30-18 – 6300 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 6-30-18 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-02-18 – 6600 Grist Mill – Emergency Detention – One arrested/released at hospital
- 7-02-18 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-03-18 – 7000 Huebner Rd. – Crash – One cited/released – Vehicle impounded
- 7-05-18 – 5900 Wurzbach Rd. – Criminal Mischief \$100-750 – One arrested for offense
- 7-06-18 – 5600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-06-18 – 6400 Evers Rd. – Traffic Stop – One arrested on active warrant and Possession of Marijuana < 2 oz. – Vehicle impounded
- 7-06-18 – 5700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-06-18 – 6700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-07-18 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-07-18 – 5700 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid – Vehicle impounded
- 7-07-18 – 5600 NW Loop 410 – Disturbance – One arrested on active county warrant
- 7-07-18 – 6000 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-07-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for active warrant and Possession of Marijuana < 2 oz. – Vehicle impounded
- 7-07-18 – 7100 Huebner Rd. – Traffic Stop – One cited/released – Vehicle impounded
- 7-08-18 – 6200 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 7-08-18 – 6100 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-08-18 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-08-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 7-08-18 – 6900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- 7-08-18 – 5700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle impounded
- Significant Calls
 - 6-25-18 – 7400 Linkwood – Criminal Mischief
 - 6-25-18 – 7000 Bandera Rd. – Forgery
 - 6-25-18 – 7000 Forest Moss – Alarm
 - 6-25-18 – 7200 Timberleaf – Found open door
 - 6-25-18 – 7000 Autumn Chase – City Ordinance Violation
 - 6-25-18 – 5700 Bandera Rd. – Crash
 - 6-25-18 – 6700 Poss Rd. – Crash
 - 6-25-18 – 5600 Bandera Rd. – Theft \$100-750
 - 6-25-18 – 6500 Charles Field – Alarm
 - 6-25-18 – 6800 Forest Dell – Alarm
 - 6-26-18 – 7300 Crown Piece – Theft
 - 6-26-18 – 6700 Peachtree – Suicide
 - 6-26-18 – 5600 Bandera Rd. – Assault/Bodily Injury/Family Violence
 - 6-26-18 – 7100 Bandera Rd. – Suspicious Person
 - 6-26-18 – 6100 Forest Wood – Graffiti
 - 6-26-18 – 5600 Bandera Rd. – Theft < \$100
 - 6-26-18 – 7300 Canterfield - Alarm
 - 6-26-18 – 5600 Poppy Seed Run – Found open door
 - 6-26-18 – 5300 Brisa Estate – Found open door
 - 6-26-18 – 6100 Desert Sun – City Ordinance Violation
 - 6-26-18 – 6100 Sun Dial – City Ordinance Violation
 - 6-26-18 – 6500 Charles Field – Found open door
 - 6-26-18 – 6500 Sally Agee – Found open door

- 6-26-18 – 6900 Bandera Rd. – Suspicious Person
- 6-26-18 – 7300 Huebner Rd. – Crash
- 6-27-18 – 7100 Bandera Rd. – Alarm
- 6-27-18 – 6200 Evers Rd. – Crash
- 6-27-18 – 7000 Bandera Rd. – Alarm
- 6-27-18 – 7000 Millstream – Runaway
- 6-27-18 – 5700 Bandera Rd. – Crash
- 6-27-18 – 5600 Bandera Rd. - Crash
- 6-28-18 – 5600 Evers Rd. – Terroristic Threats
- 6-28-18 – 6300 Rue Marielyne – Alarm
- 6-28-18 – 5700 Watercress – Alarm
- 6-28-18 – 5600 Poppy Seed Run – City Ordinance Violation
- 6-28-18 – 6100 Britania – Found open door
- 6-28-18 – 6000 Trone Trail – City Ordinance Violation
- 6-28-18 – 5800 El Verde – Barking Dog – Citation issued
- 6-28-18 – 7100 Huebner Rd. – Burglary/Building
- 6-28-18 – 6700 Evening Sun – Found Property
- 6-28-18 – 6700 Rue Sophie – Burglary/Vehicle
- 6-29-18 – 6400 Grissom Rd. – Alarm
- 6-29-18 – 5400 Bandera Rd. – Alarm
- 6-29-18 – 6600 Bandera Rd. - Crash
- 6-29-18 – 6700 Bandera Rd. – Crash
- 6-29-18 – 5600 NW Loop 410 – Hit and Run Crash
- 6-29-18 – 6000 Bandera Rd. – Suspicious Vehicle
- 6-29-18 – 5600 Bandera Rd. – Suspicious Vehicle
- 6-29-18 – 6400 Evers Rd. – Suspicious Vehicle
- 6-29-18 – 7000 Forest Pine – Suspicious Vehicle
- 6-29-18 – 7100 Stirrup Circle – Suspicious Vehicle
- 6-29-18 – 6100 Stirrup Lane – City Ordinance Violation
- 6-29-18 – 6800 Forest Crest – City Ordinance Violation
- 6-29-18 – 6800 Blacksmith – City Ordinance Violation
- 6-30-18 – 6300 Bandera Rd. – Alarm
- 6-30-18 – 6800 Bandera Rd. – Alarm
- 6-30-18 – 7000 Bandera Rd. – Crash
- 7-01-18 – 6400 Handsome Lake - Alarm
- 7-01-18 – 7000 Bandera Rd. – Crash
- 7-01-18 – 6200 Setting Sun – Deceased Person
- 7-01-18 – 6600 Sally Agee – Found open door
- 7-01-18 – 6300 Balky – Found open door
- 7-01-18 – 7100 Forest Brooks – Suspicious Vehicle
- 7-01-18 – 6000 Forest Shadow – Found open door
- 7-01-18 – 6900 Forest Way – Found open door
- 7-01-18 – 6300 Sunview – City Ordinance Violation
- 7-01-18 – 5600 Evers Rd. – Found open door
- 7-02-18 – 6200 Forest Rose – City Ordinance Violation
- 7-02-18 – 6200 Rue Sophie – City Ordinance Violation
- 7-02-18 – 6800 Bandera Rd. – Alarm
- 7-02-18 – 5500 Bandera Rd. – Alarm
- 7-02-18 – 6000 Bandera Rd. – Alarm
- 7-02-18 – 6300 Bandera Rd. – Alarm
- 7-02-18 – 6800 Bandera Rd. – Alarm

- 7-02-18 – 5600 Grissom Rd. – Alarm
- 7-02-18 – 5300 Wurzbach Rd. – Suspicious Person
- 7-02-18 – Bandera Rd. @ NW Loop 410 – Crash
- 7-02-18 – 6400 Bandera Rd. – Crash
- 7-02-18 – 6300 Rue Marielyne – Criminal Mischief
- 7-02-18 – 6300 Evers Rd. – Theft < \$100
- 7-03-18 – 5800 Wurzbach Rd. – Fraud
- 7-03-18 – 7100 Bandera Rd. – Alarm
- 7-03-18 – 7000 Bandera Rd. – Alarm
- 7-03-18 – 5700 Bandera Rd. – Crash
- 7-03-18 – 7500 Linkmeadow – Suspicious person
- 7-03-18 – 5700 Wurzbach Rd. – Found Property
- 7-03-18 – 7000 Huebner Rd. – Crash
- 7-03-18 – 7000 Weathered Post – Hit and Run Crash
- 7-03-18 – 7700 Linkside – Alarm
- 7-03-18 – 6700 Yellow Rose – Alarm
- 7-03-18 – 5400 Daughtry – Alarm
- 7-03-18 – 6500 Bandera Rd. – Found open door
- 7-03-18 – 6800 Huebner Rd. – Alarm
- 7-04-18 – 6600 Charles Field – Crash
- 7-04-18 – 6900 Forest Meadow – Terroristic Threats
- 7-04-18 – 6000 Trone Trail – Assault/Family Violence
- 7-04-18 – 7-4-18 – 6900 Bandera Rd. – Criminal Trespass
- 7-04-18 – 6000 Bandera Rd. – Theft
- 7-04-18 – 7100 Bandera Rd. – Suspicious Person
- 7-05-18 – 5900 Wurzbach Rd. – Child Endangerment
- 7-05-18 – 6600 Bandera Rd. – Crash
- 7-05-18 – 6400 Evers Rd. – Alarm
- 7-05-18 – 5300 El Verde – Theft
- 7-05-18 – 6500 Evers Rd. – Suspicious Person
- 7-05-18 – 7000 Bandera Rd. – Theft of Service
- 7-05-18 – 5300 Caraway Bend – Found open garage door
- 7-05-18 – 5600 Poppy Seed Run – Found open garage door
- 7-06-18 – 6300 Bandera Rd. – Alarm
- 7-06-18 – 6800 Bandera Rd. – Crash
- 7-06-18 – 5800 Bandera Rd. – Crash
- 7-06-18 – 5700 NW Loop 410 Crash
- 7-06-18 – 5900 Bandera Rd. – Alarm
- 7-06-18 – 5600 Evers Rd. – Animal Cruelty
- 7-06-18 – 6400 Evers Rd. – Graffiti
- 7-06-18 – 6600 Poss Rd. – 911 Hang up
- 7-07-18 – 6500 Charles Field – Suspicious Circumstances
- 7-07-18 – 6200 Bandera Rd. – 911 Hang up
- 7-07-18 – 6800 Bandera Rd. – Alarm
- 7-07-18 – 5600 Evers Rd. 911 Hang up
- 7-07-18 – 6100 Bandera Rd. – 911 Hang up
- 7-07-18 – 5900 Bandera Rd. – Theft/Motor Vehicle
- 7-07-18 – 6600 Peach Tree – Found open garage door
- 7-07-18 – 5700 Bandera Rd. – Crash
- 7-08-18 – 5600 Poppy Seed Run – Alarm
- 7-08-18 – 6600 Bandera Rd. – Alarm

- 7-08-18 – 7000 Bandera Rd. - Crash
- 7-08-18 – 7500 Linklea – Found open garage door
- 7-08-18 – 7600 Linkview – Found open vehicle door
- 7-08-18 – 7000 Forest Meadow – Missing Person (child)
- 7-08-18 – 6700 Poss Rd. – Found open business gate
- 7-08-18 – 6100 Rue Sophie – 911 Hang up
- 7-08-18 – 6800 Clover Bend – 911 Hang up
- Traffic Citations - 155
- Warnings – 62
- The Criminal Investigation Unit
 - Cases Filed five (2)
 - 2 Felony cases filed for Possession of Controlled Substance
- Active Investigations
 - Completed agitator case filings and preparation
 - Prepared ten search warrants
 - Investigating three separate cases of Indecency with Child (siblings)
 - Prepared preservation of evidence letters for investigations
 - Made copies of phone calls and threats for future case filings
- Additions CID Activity
 - CID participated in security operational plan for city council meeting
 - 41 DVDs were copied for District Attorney's Office
 - CID handled 11 walk in complaints
- Code Enforcement
 - (25) Junked/abandoned/illegal vehicles
 - (10) Grass/weed violations were handled
 - (02) Swimming pool violations
 - (56) Bandit signs were seized and one graffiti call was handled
 - (60) Violation of city ordinance letters were sent out
- Animal Control
 - (1) stray dogs picked up
 - (6) cats were trapped and released as part of the TnR Program
 - (6) other miscellaneous animal control calls
 - (11) animal control related letters were sent
- Traffic Unit
 - The Traffic Unit officers worked on several reported neighborhood speeding/traffic concerns including Parsley Hill, the Links, Monte Robles, Canterfield and Forest subdivisions and closely monitored traffic/construction situations at 6500 and 6600 blocks of Bandera.
 - Reporting Period Activity:
 - Moving Violations 47
 - Non-Moving Violations 19
 - Warnings 03
 - Vehicles Impounded 07

Fire Department

- **Keep Cool Fan Drive** – The fire department is accepting donated box fans throughout the summer months and distributing them to citizens in need. So far this year, we have delivered 10 fans to local senior citizens to help them keep cool and reduce the risk of heat emergencies.
- **Active Fire Inspections** – The Deputy Fire Marshal reports that Seneca Plaza has passed the final fire inspection. The new Quick Trip and Valencia Lofts apartments continue to be very active construction sites, with several fire inspections performed at each location. The Fire Marshal's office continues to stay active with inspections throughout the city.

- **More CERT Training** – Assistant Fire Chief Blake Wade has worked to coordinate another Community Emergency Response Team (CERT) training course at the fire station through the month of August. The class is free and the deadline to apply is July 30th. The intention of the CERT training course is to build and enable a team of citizens in Leon Valley that can work to support emergency services in the event of a disaster. Please fill out and share the application attached.
- **Ambulance Status** – The department is working through the repairs of 3 ambulances all at once. One ambulance was involved in an accident, another had a generator malfunction, and our reserve ambulance air conditioner is in need of repair. Repairs are ongoing, and the department is gaining support with mutual aid partners while the repairs are being made.
- **Derby News** – Mr. Daughtry, Owner of Leon Valley Storage reached out to the fire department this week stating that he was very pleased with the Derby and offered free storage for all soap box derby equipment and supplies. This support is welcomed as the ramps; weights, podium, signage, and several cars will need to be safely stored in between races.
- **Fire Recovery USA** – The department has a Fire Recovery USA incident recovery collection of \$7,748.22 to date with 65 pending claims and \$35,381.50 in pending fees billed to various insurance companies, intended to support the response of Leon Valley Fire Department to vehicle accidents.
- **AACOG-Walk & Roll Challenge** – The City of Leon Valley employees participated in the 2018 Walk & Roll Challenge. The challenge involves encouraging teammates to find alternate ways to commute through the month of May. This includes cycling, riding the bus, walking, and even carpooling as a result contributing to Energy Efficiency, Recycling, Reuse and Reduce to help protect the environment and sustain its natural resources for current and future generations. The City of Leon Valley has been awarded the “**Smartest**” **Organization: (Runner Up)** award and the framed certificate will be presented to Mayor Riley.

Community Development Department

- **Zoning Code Revisions**
 - Staff and the Zoning Commission will resume discussing revisions to the City’s zoning code at the July meeting. Discussions were put on hold for the month of July due to workload and staffing within the Community Development Department, which affected research and development of new draft regulations for discussion.
 - August 14th (Tentative Special Meeting).....Zoning Districts
 - August 28thUses
 - September 25thDevelopment Standards
 - October 23thProcedures & Non-Conformities
- **Zoning Cases**
 - The next Zoning Commission meeting is scheduled for July 24, 2018 at 7:00 pm.
 - The Department has an open Zone Change and Specific Use Permit request for 7317 Huebner Road to facilitate the expansion of the St. John’s Baptist Church. The applicants have requested tentatively, the request be considered at the August meeting.... The applications were previously on-hold due to an associated request for a variance from the code requirement to submit a traffic impact analysis with these requests. That variance request was granted, so the zoning requested may now be scheduled for Zoning Commission and City Council consideration.
 - A Master Sign Plan request, submitted by Keller Sign Company, to allow for a minor expansion of existing freestanding signage at the HEB Market place shopping center, was considered at the June 26th Zoning Commission meeting. The Commission recommended approval to the City Council.
 - A minor code revision was also considered by the Zoning Commission at their June 26th meeting. The revision will remove the Code requirement to hold Commission meetings at 7:00, in order to provide more flexibility in potential meeting times.
- **Board of Adjustment**

- The Board of Adjustment met on June 28th to consider a request by the St. John's Baptist Church at 7317 Huebner Road, for a variance to the code requirement to submit a traffic impact analysis with these requests. The board approved the request.
- There are no requests currently scheduled for consideration, and no meetings scheduled.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
- City Council
 - The City Council is scheduled to consider final approval of the Master Sign Plan request submitted by Keller Sign Company, at their July 17th meeting.
- Hike and Bike Trail Committee/Parks Committee
 - There is not Hike and Bike committee meeting scheduled for the month of July. Meetings are tentatively scheduled to resume in August.
- ONIT
 - Staff continues to work with the On-It team to resolve zoning, code enforcement, and certificate of occupancy issues throughout the City. Staff provides support to Code Enforcement Officers conducting research, preparing notices of violation, and initiating zoning and variance requests.
- Permitting and Records
 - 70 walk-in customers were served from June 13, 2018 to July 12, 2018.
 - 133 permits were processed or are in progress.
 - 14 Certificates of Occupancy were issued.
 - 5 commercial building permit (new construction, additions, renovations) was issued.
 - The majority of permits issued were Contractor Registration and trade permits (MEP).
- Development Meetings/Correspondence
 - Staff met with the property owner and anticipated new tenants for the former Lacks building/development, to help guide them through the occupancy process. Issues discussed included parking, access to the second floor of the building, and the removal of the existing pole sign which is not in compliance with the Sustainability Overlay District.
 - Staff met with potential developers of the "Silo" property located at 7317 Huebner Road. Topics discussed included site development to complement the historic silos and the adjacent creek and city owned park facility; as well as the potential for rezoning to a MU, Mixed Use zoning classification, to allow for greater site utilization and potential multi-family residential uses.
 - Staff anticipates submittal of a building permit for the new LA Fitness center proposed in the HEB Market Place Shopping Center. The project will consist of several phases which will include the demolition of the portion of the building that was previously occupied by Old Navy and will also include improvements to the entire shopping center to comply with the commercial/industrial overlay district requirements.
 - Staff will be meeting with White/Conlee Builders next week regarding the proposed apartment development at the northwest corner of Grissom and Timberhill Roads. The property was rezoned in 2017 to R-3 to facilitate the project.
- Development Process
 - Staff has hired a new Assistant Planning and Zoning Director, he is tentatively scheduled to begin work with the City on Monday, July 30th, 2018.
 - Staff continues work streamlining the City's overall development review process, including:
 - The introduction of "Package Permits" which will consolidate all permits associated with a single project, into one consolidated "global" review process.
 - The assignment of a permit liaison for all building permits, to help guide the City's customers through the permitting process.

- The updating of all permit applications to include checklists for applicants and Staff.
- Creation of procedures for requesting inspections for all projects, with specific procedures for larger scale projects such as mixed-use and multi-family projects.
- Creation of a deadline schedule to assist customers in project planning.

Economic Development

- The Economic/Community Development Advisory Group met July 11, 2018, and recommended approval of paying for a portion of a sewer main extension at the Silo Property located in the 7500 block of Huebner Road.
- Staff and some council attended the grand opening of the Original Ice Factory on July 7th
- The City Manager continues to monitor the progress of and keep contact with the owner of the new furniture company going into the old Lack's Furniture Building. The company already has about 1/3 of their inventory in the store.
- Staff continues to work with the opening of the LA Fitness Center in the HEB Shopping Center.
- Bandera Road meeting on July 23rd with the Bandera Road Working Group.
- Staff continues to work with UTSA's Small Business Department on the coordination of an August breakfast and are developing brochures to distribute to businesses during this event.
- Worked on 4th of July Event.
- The On-It Team continues to audit businesses for compliance and assistance issues.
- Coordinating with the Community Development Department on the development review process.
- Strip Mall owners are being contacted regarding the upcoming breakfasts to be held in Leon Valley.
- Planet Bike returned to Leon Valley.

City Secretary

- Since the last report, the City Secretary's Office has received 67 open record requests. With the assistance of the city attorney, 22 letters have been sent to the Texas Attorney General. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, various historical ordinances, training manuals, oath of office information, and court records
- Organized a successful July 4th Parade and began working on a Labor Day event to make up for the cancellation of the July 4th Festival due to weather conditions.
- City Council agendas and minutes; publication of recently adopted ordinances and agendas.

Library

- The windows along Evers Road into the Young Adult area of the library were tinted at the end of June, reducing the heat and blinding glare.
- Library Tech upgrade was started this past week.
- Summer Reading programs have been experiencing record breaking numbers, over 300 attendees in some cases.
- The library has received approval for a free Backyard Wilderness exhibit and programming for fall/winter 2018.
- The library applied to be part of a free Coding Club, with all training and support supplied by the Institute of Museum and Library Services. We will find out if we were chosen to be part of the weekly coding club program in August.
- In spite of the road closure, Library traffic, internet use, and program attendance has continued to increase.
- The library director has been and will continue to meet with the City of San Antonio Public Library Department Heads to collaborate on how to continue to effectively serve both communities with the increased interest of San Antonio residents using the Leon Valley Public Library.

Upcoming Events:

- Special City Council Meeting begins at 5:30 p.m. and Regular City Council Meeting follows on Tuesday, July 17, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next Regular City Council Meeting, August 7, 2018, at 6:00 p.m.
 - Coffee with the Mayor & City Council, Saturday, July 21, 2018, at 9:00 a.m. at the Conference Center
- Committee Meetings:
 - Police Advisory Committee; July 18, 2018, at 6:30 p.m. at City Hall
 - Zoning Commission Meeting; July 24, 2018, at 7:00 p.m. at City Hall